

Michigan Department of Civil Service

# REGULATION

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<b>Subject:</b>  <b>PREAUTHORIZED CLASSIFICATIONS AND TRANSACTIONS</b>			

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## 1. PURPOSE

This regulation defines and establishes the standards and procedures governing the preauthorization of reclassification through grade-levels of positions in preauthorized classifications.

## 2. CIVIL SERVICE RULE REFERENCE

***Rule 1-3 Regulations** — The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding on the department of civil service, unless the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.*

***Rule 4-1 Position Establishment and Classification***

***4-1.1 Requirement*** — *All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.*

***4-1.2 Classification*** — *A position established in the classified service must be reviewed to classify the position properly.*

***4-1.3 Authority to Establish*** — *The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.*

***4-1.4 Classification Plan*** — *The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.*

- (a) ***Classification.*** *Every position established must be classified in accordance with the official classification plan.*
- (b) ***Reclassification.*** *The department of civil service may reclassify an employee if the employee's position has experienced gradual growth and accretion of higher level duties and responsibilities. The appointing authority must certify that the employee is satisfactorily performing the duties of the position.*
- (c) ***Predetermined classification and classification levels.*** *An appointing authority may establish positions in predetermined classifications and classification levels in accordance with the regulations.*

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***Rule 4-2 Position Classification Review*** — *The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.*

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- (d) ***Preauthorized review.*** *An appointing authority may reclassify a position in accordance with regulations governing preauthorized positions.*

#### **Rule 4-4 Position Abolishment**

**4-4.1 Authority to Abolish** — *The appointing authority may abolish a position for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in departmental mission, or reorganization of the work force.*

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### **3. DEFINITIONS**

#### **A. Civil Service Rule Definition**

1. ***Preauthorized*** means the specific authorization granted to an appointing authority to process a transaction in accordance with civil service rules and regulations without prior civil service review.

#### **B. Additional Definition as Used in This Regulation**

1. ***Preauthorized classification actions*** means the authorization granted by the Department of Civil Service for an appointing authority to reclassify positions in predetermined classes and levels in accordance with standards and procedures published by the Department of Civil Service. Many class series are preauthorized at the entry or beginning level through the intermediate, and up to the experienced grade-level. Employees in a preauthorized series may be reclassified to the next grade-level when they meet the education, experience, and other necessary special requirements, and their job performance at the higher level is satisfactory as demonstrated by a documented performance rating.

### **4. STANDARDS**

#### **A. Revocation**

1. Failure of an appointing authority to follow the standards set forth in this regulation may result in the revocation of the appointing authority's preauthorization privilege. If preauthorization is revoked, the appointing authority must submit a Position Action Request form (CS-129) for each classification transaction in accordance with regulation 4.01, Establishment and Reclassification of Positions Requiring Civil Service Review.

## **B. Position Reclassifications**

1. The approval of any Equitable Classification Plan (ECP) Group 1 or 2 worker class (any position approval with a class title with an "E" designation) results in preauthorization for the appointing authority to independently reclassify either vacant or staffed positions through the grade-levels within the class series.
2. Entry of preauthorized transactions into the Human Resources Management Network (HRMN) serves as the Department of Civil Service's notice of the classification action, which is subject to audit review.
3. A preauthorized reclassification constitutes a certification by the appointing authority that the delegated duties and responsibilities are compatible with the preauthorized action taken and that any affected employee meets the classification's minimum requirements and is performing the duties satisfactorily.
4. The appointing authority must maintain a Position Description form (CS-214), either composite or position specific, on file for each employee in a preauthorized classification. The appointing authority shall also maintain a timely probationary or annual service/performance rating showing satisfactory employee performance as a prerequisite condition to execute a preauthorized reclassification of a staffed position.
5. The effective date for a position reclassification in a preauthorized classification is assigned in accordance with regulation 4.04, Effective Dates for Classification Actions. The appointing authority is authorized to assign retroactive effective dates to individual preauthorized actions in compliance with regulation 4.04, Effective Dates for Classification Actions, standard C.

6. The classification review of a filled position in a preauthorized classification can be typically conducted no more than once in any one year period, in accordance with regulation 4.05, Frequency of Review of Positions. A reclassification before the one-year period may be executed by the appointing authority in accordance with regulation 4.05.
7. The reclassification of an employee in a preauthorized classification is not automatic. The appointing authority must certify that the employee meets the minimum requirements for the higher classification level and is satisfactorily performing the higher-level duties and responsibilities of the requested classification. The appointing authority may enter the necessary information in the HRMN to effectuate the reclassification. The appointing authority must maintain these certifications in the agency's employee file, which is subject to an audit.
8. A standard reclassification progression is one grade level, after the equivalent of one year of full time satisfactory service for employees classified at the entry/trainee levels through the experienced level. The reclassification of an occupied position between classification levels in a preauthorized classification should be timely processed after the equivalent of one year of full time documented satisfactory performance and with delegation and performance of work assignments compatible with the higher grade level. Reclassifications of positions in the State Transitional classifications are processed in accordance with regulation 4.03.
9. An occupied frozen position in a preauthorized entry or intermediate classification is not eligible for reclassification to any higher classification level in the class series (see standard E. of regulation 4.10, Frozen Classifications and Positions). The position remains frozen until vacated.
10. A vacant position in a preauthorized classification may be reclassified downward for an appointment only after the appointing authority has verified that no names are on the departmental/autonomous entity recall list. The appointing authority should refer to the collective bargaining agreement (CBA) for any contractual obligations that may apply.

11. The official Department of Civil Service date for the reclassification or appointment transaction is the controlling standard for establishing the effective date of any future reclassification.
12. If the appointing authority does not reclassify a position in a preauthorized classification to the next classification level up to the experienced level in the preauthorized class series, the employee may submit a position description and a request for a position review, in accordance with regulation 4.09, Employee Generated Position Reviews.
13. An employee in a preauthorized classification cannot be reclassified if the position's assigned duties experience a substantial change where the primary function and purpose of the job changes, requiring a different base of knowledge, skills, and abilities. In these cases, a new position must be established and an appointment made in accordance with the civil service rules and regulations governing selection. Please refer to regulation 4.01 for additional information.

#### **C. Abolishing Positions**

1. The appointing authority may abolish positions as authorized by rule 4-4.1.
2. The Department of Civil Service inactivates positions in the HRMN at the request of the appointing authority.
3. If the appointing authority has reason to believe that a position abolishment may impact the classification of other positions, written notice of the affected positions should be submitted to the Department of Civil Service for review.

## **5. PROCEDURES**

### **A. Preauthorized Reclassifications**

<u>Responsibility</u>	<u>Action</u>
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## Appointing Authority

1. Receives a position description and a request from agency management to reclassify an employee's position in a preauthorized classification.
2. Reviews the request for compliance with the standards set forth in civil service regulations.
3. If approved, reclassifies the employee to the appropriate grade-level with the necessary documentation in the employee file. Executes the reclassification in the HRMN.

**B. Abolishing Positions**

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
Appointing Authority	1. Submits Position Action Request form (CS-129) to the Department of Civil Service identifying position code to be inactivated.
Department of Civil Service	2. Processes abolishment in the HRMN by inactivating the position code.  3. Releases the Position Action Request to the appointing authority.
Appointing Authority	4. Receives the Position Action Request form and verifies the information in the HRMN.

**CONTACT**

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or [MDCS-BHRS@state.mi.us](mailto:MDCS-BHRS@state.mi.us).

**NOTE:** Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.